

Egharevba Odosa

Administrative Virtual Assistant

WORK PORTFOLIO

This is my work portfolio to show you how I can be of great help to you, your business/team and WHY YOU SHOULD HIRE ME



**HELLO,
MY NAME IS
EGHAREVBA
ODOSA**



INTRODUCTION

- As an Administrative Virtual Assistant, I bring a wealth of expertise in data entry and internet research , email and calendar management, and more.
- My commitment to efficiency and detail-oriented approach sets the foundation for a seamless administrative experience.
- I can work independently and as a collaborative team player, I actively engage with colleagues to enhance collective success.
- Contributing to a positive work culture, i prioritize effective communication and cooperation, fostering an environment conducive to achieving common goals.

EGHAREVBA ODOSA

VIRTUAL ASSISTANT

I am a dedicated assistant set to handle your administrative tasks, with more than 3 years of invaluable hands-on experience managing projects for business owners and rendering outstanding customer support.

For me, being productive and efficient in your business is a must, and to achieve this, it is important to delegate tasks to someone diligent and skillful as I am.



EDUCATION BACKGROUND

HIGH SCHOOL

Sept 2010 - Aug
2015

University
Preparatory
Secondary School.



COLLEGE

Jan 2016 - Dec 2023

University of Benin
Bachelor in
Science(Agriculture)

ADDITIONAL CERTIFICATIONS

(Available upon request)



- Must have skills(training) for Virtual Assistants in 2023
 - Email Marketing Certified
 - Virtual Assistant Training Handbook
 - Google Calendar
 - Other Certificates available



PROJECT PORTFOLIO

Welcome to my Project Portfolio, where I showcase a curated selection of some of my past work, reflecting my diverse skill set and commitment to delivering exceptional results.

Each project presented here is a testament to my dedication, creativity, and the ability to meet and exceed project goals. Explore the following pages to gain insights into my approach, problem-solving abilities, and the successful outcomes achieved in various professional endeavors. Also, no sensitive information of my clients was shared here.



PROJECT



PROJECT



PROJECT





PORTFOLIO SUMMARY

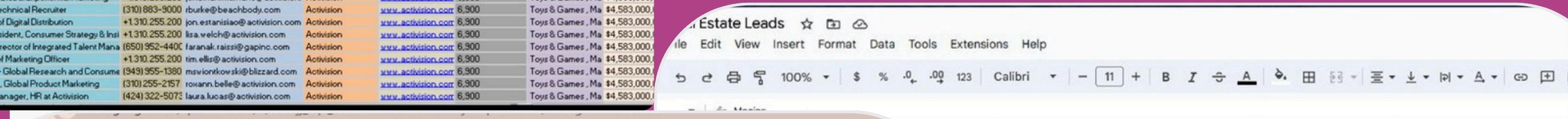
I am an experienced Administrative Assistant proficient in Data Entry, Calendar and Email Management , Email Marketing, Social Media Management , Appointment Scheduling and more. Skilled in utilizing Project(task) Management tools for streamlining workflows and driving project success. Dedicated to delivering exceptional administrative support and enhancing operational efficiency.

C	D	E	F	G	H	I	J
Job Title	Phone	Company Email	Company Name	Company Website	No. Of Employees	Company Industry	Company Address
and Banquet Coordinator	(415) 363-0900	brandon.phillips@21st-amendment.com	21st Amendment Br	www.21st-amendment.com	50	Restaurants , Hosp	\$ 5,000,000
Brand Ambassador	(415) 363-0900	david.jackson@21st-amendment.com	21st Amendment Br	www.21st-amendment.com	50	Restaurants , Hosp	\$ 5,000,000
President, Research and Brand Strategist	+1212.456.7777	elizabeth.sloan@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Design Manager	(818) 560-1000	keith.lapin@disney.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Coordinator - Creative Services	+1212.456.7777	michelle.young@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
of corporate events	(212)456-7707	nicolette.halton@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Director, Digital Strategy	(818)460-5752	ben.blatt@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
and Special Events Producer	(212)456-0687	sarah.e.kunin@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Live Production and Special Events Coordinator	(212)456-1283	patrick.m.smith@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Director	(212)456-1196	joyce.ramirez@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Multimedia Reporter	+1212.456.7547	cathy.zarkin@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Strategy	+1212.456.7777	doug.vance@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Technology	+1212.456.7777	marc.rullo@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Head of New Products	+1212.456.7777	joe.ruffolo@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Account Executive	(312)750-7335	maya.baratz@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Producer	(917)260-7307	gina.x.oliva@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Director	(818)460-6532	mitchell.o.messinger@abc.com	ABC News	www.abc.com	22,175	Telecommunications	\$ 1,982,000
Global Experiential Marketing	(310)496-5252	diana.diller@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Experiential Marketing Manager	(310)255-2132	alice.hines@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Experiential Marketing Manager	(310)255-2732	taryn.hutt@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Global Experiential Marketing	(424)744-5685	jeff.parker@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Global Experiential Marketing	+1310.255.200	jonathan.murnane@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Technical Recruiter	(310)883-9000	lburke@beachbody.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
of Digital Distribution	+1310.255.200	jon.estanislao@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
President, Consumer Strategy & Insights	+1310.255.200	lisa.welch@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Director of Integrated Talent Management	(650)952-4400	farzanak.raissi@gapinc.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Marketing Officer	+1310.255.200	tim.elliott@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Global Research and Consumer	(943) 955-1380	mswionkowski@blizzard.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Global Product Marketing	(310)255-2157	rossann.belle@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000
Manager, HR at Activision	(424) 322-5073	laura.lucas@activision.com	Activision	www.activision.com	6,900	Toys & Games , Ma	\$ 4,583,000



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DATA ENTRY AND RESEARCH



Work Portfolio

EMAIL MARKETING

demmy.com:2096/cpsess5703581074/3rdparty/roundcube/index.php?_task=mail&_mbox=INBOX.Sent

@leishtonac... :

Select Threads Options Refresh

Search...

• Daily Updates
set@leishtonacademy.c... 2023-11-21 10:40

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 10:38

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 10:36

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 10:32

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 09:31

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 08:28

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 07:29

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 06:14

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-20 11:01

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-20 10:50

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-20 10:48

Reply Reply all Forward Delete

<https://www.cbn.gov.ng/Out/2023/CCD/CBN%20Press%20Briefing%20On%20Money%20Laundering%20in%20Nigeria.pdf>

NFIU

<https://www.nfiu.gov.ng/Home/NewsDetails/5019>

Thank you.

Best Regards,

Odosa Egharevba
Graduate Consultant

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www.leishton.com
www.leishtonacademy.com
www.boardgov.com
LeishTon Academy
7th Floor Mulliner Towers
39, Alfred Rewane Road, Ikoyi
Lagos, Nigeria.



odosa.egharevba@leishtonac... :

Select Threads Options Refresh

Inbox 2

Search...

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 10:32

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 09:31

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 08:28

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set@leishtonacademy.c... 2023-11-21 07:29

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-21 06:14

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-20 11:01

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-20 10:50

• ATTEND A GAME-CHANGING COMPLI...
set@leishtonacademy.c... 2023-11-20 10:48

Reply Reply all Forward Delete Archive

Thank you and look forward to receiving your registration.

Warmest regards,

Odosa Abundance Egharevba

#RegulatoryUniverse #CRMPs #CRMRFs #Compliance #Compliant

FOR ENQUIRIES

LeishTon Academy

Hope you're doing great today?. I came across your profile on LinkedIn and noticed that you are a prominent real estate investor in Ikoyi, Lagos State. I'm reaching out to inquire if you would be willing to take a moment to review our company profile for potential new sales opportunities.

Digi Properties specializes in leveraging cutting-edge digital technologies to redefine property transactions, offering seamless and immersive experiences for buyers, sellers, and investors alike.

Partnering with Digi Properties opens doors to innovative solutions, digital advantages, and a trusted partnership that can enhance your sales

See the organization this record

Dec

TICK

Need Teleh

Open Own Statu

View a

Workspaces

CRM

Marketing

Web Content

Automations

Reporting & Data

Library

Template Marketplace

Contacts

Actions

Chibuzo Peter

Investor

uzoagachibuzo8@gmail.com

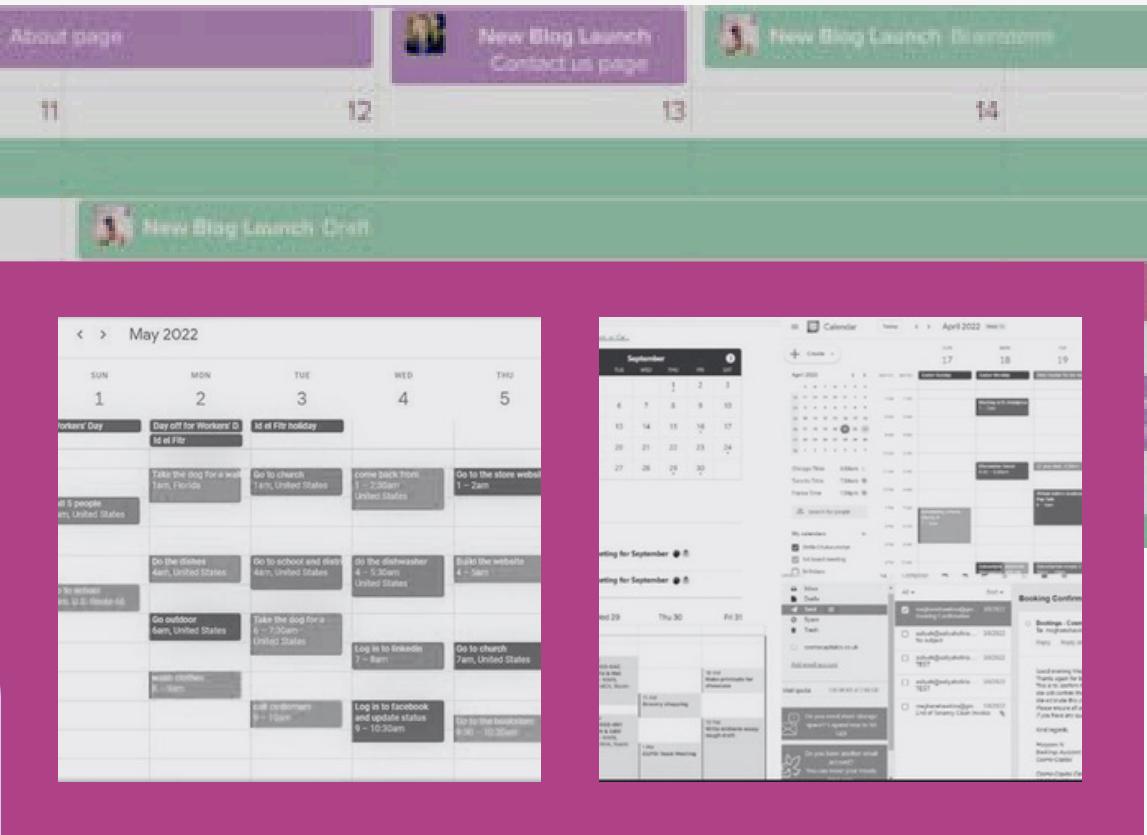
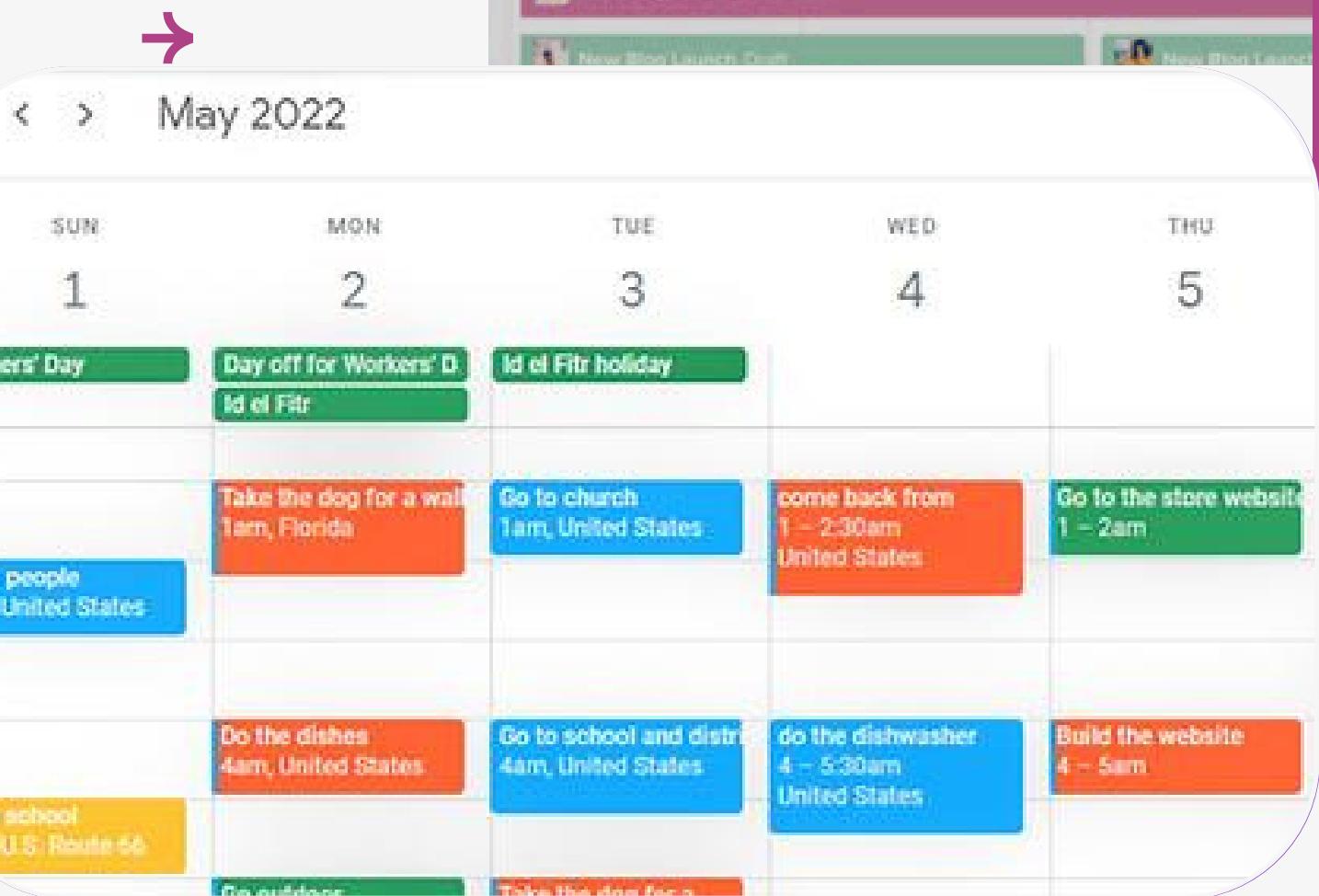
Note Email Call Task Meeting More

About this contact

Email uzoagachibuzo8@gmail.com

Phone number

Work Portfolio



CALENDAR MANAGEMENT

Work Port

BEFORE

This screenshot shows a Gmail inbox before being managed. It has a total of 23,146 messages. The 'Primary' tab is selected, displaying 15 messages from 'GeNS' (including transaction alerts), 2 from 'Promotions' (GTCO Plc, Etsy), and 10 from 'Social' (LinkedIn, X (formerly Twitter)). Other visible senders include YouVersion, Asana, Udemy, LinkedIn, and Wing Academy. The inbox is cluttered with many unread messages.

Compose

Inbox 37

Starred

Snoozed

Sent

Drafts 16

Trash

More

Labels

Billings

Practice Team 68

Tools

Upwork 5

Urgent

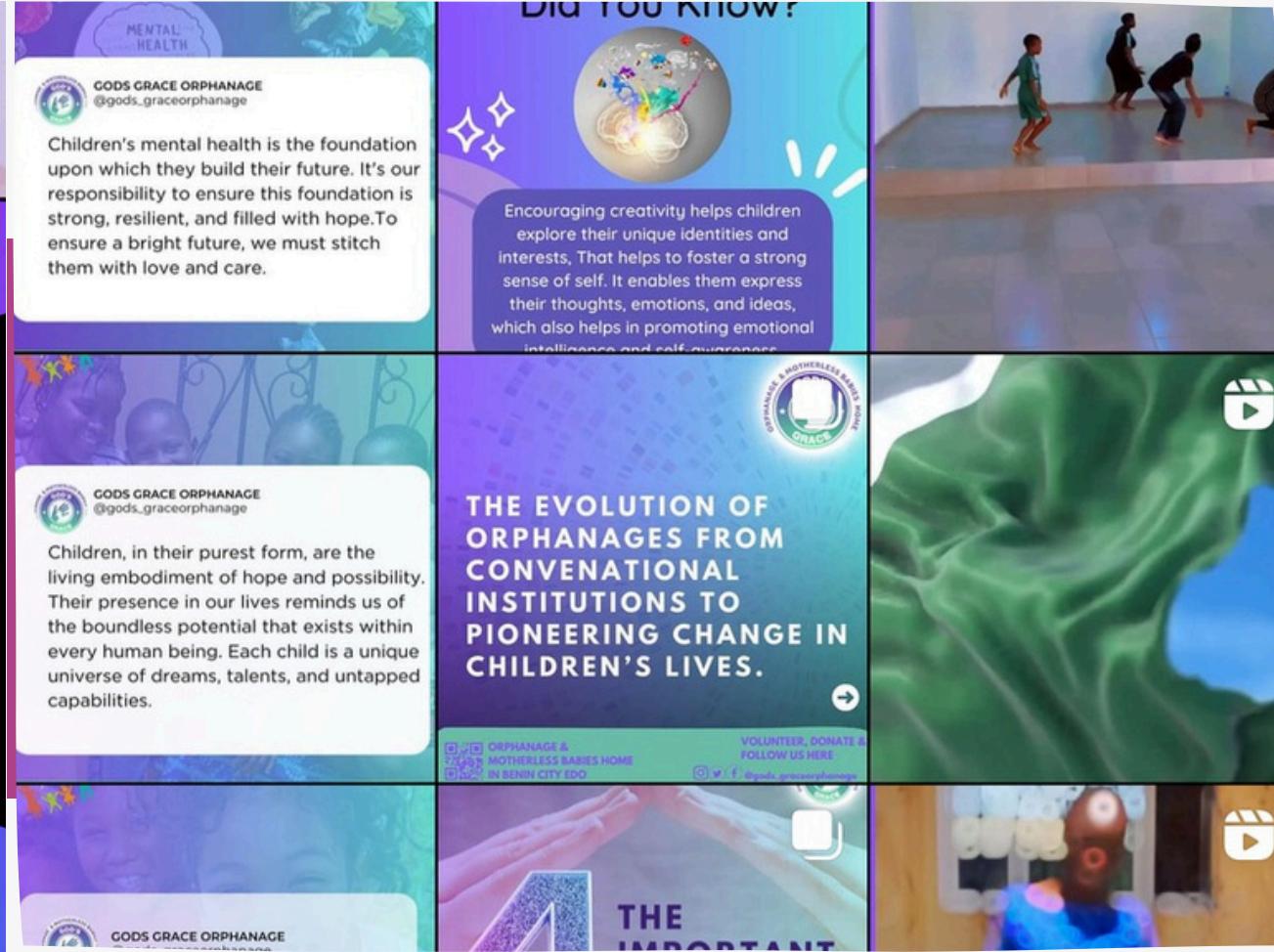
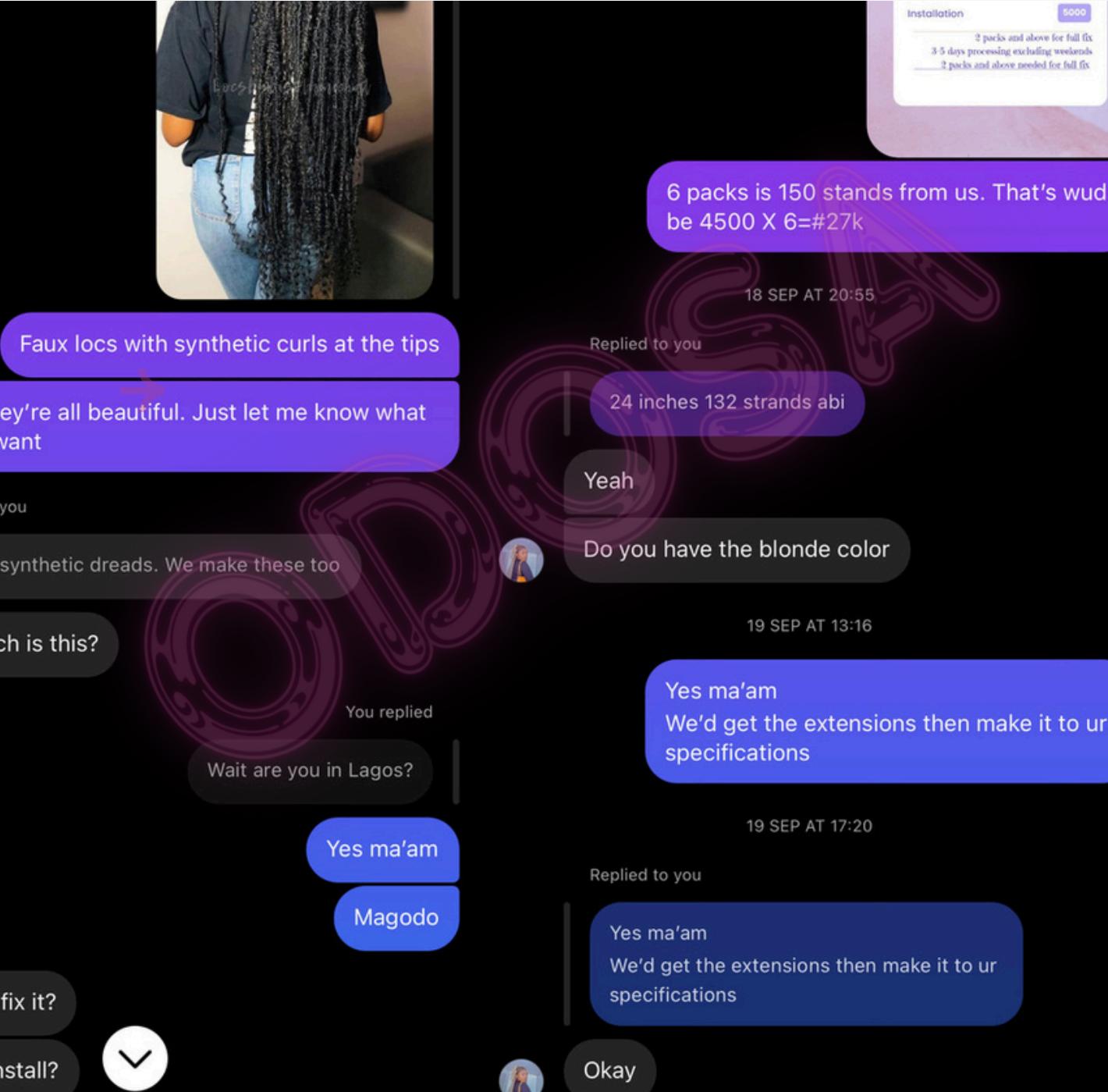
VA Updates

AFTER

This screenshot shows the same Gmail inbox after being managed. The total count is now 37 messages. The 'Primary' tab is selected, displaying 16 messages. The list includes several from 'Udemy' (with checked checkboxes) and other senders like 'donotreply', 'Bella from Geegpay', 'Oluwatoyin David fr.', 'My Health Integral .', 'Health Integral (vi.)', 'Asana', 'Wing Academy', and 'Moniepoint, me 5'. The inbox is much more organized and less cluttered than before.

EMAIL/INBOX MANAGEMENT

This screenshot shows a Gmail inbox with 100 messages. The 'Primary' tab is selected, displaying 37 messages. The list includes messages from 'Udemy', 'Upwork', 'donotreply', 'Bella from Geegpay', 'Oluwatoyin David fr.', 'My Health Integral .', 'Health Integral (vi.)', 'Asana', 'Wing Academy', and 'Moniepoint, me 5'. The inbox is clean and organized, reflecting the results of the management process shown in the 'AFTER' section.



SOCIAL MEDIA MANAGEMENT

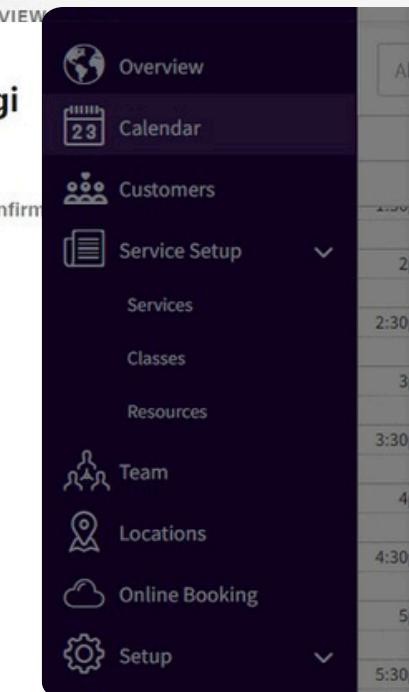
APPOINTMENT SCHEDULING


CALENDLY

acuity:scheduling

February 2024						
S	M	T	W	Th	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

The screenshot shows the Acuity Scheduling interface. At the top, it says "TODAY" and "Week View". Below is a search bar and a calendar grid for February 4th to 5th. A red box highlights a booking for "Jane McTest" from 9:30AM to 10:20AM on Tuesday, Feb 6th. The booking notes say "Give me a little c to reschedule, or". To the right, there are input fields for "First Name", "Last Name", "Appointment", and "Date & Time".

PICKTIME


Work Portfolio

→

ASANA

New Tickets + ... In Progress + ... Resolved 🎉 + ... Team Communicat

Reporting Portfolios Goals Projects + Customer Support Technical Support Bilings/Finance Support

Log Customer's Queries -Team Blue Neutral Yes Feb 15 Log Customer's Queries -Team Grey

TECHNICAL SUPPORT

RESOLVED

Team Blue Positive Yes

Team Grey Positive Yes

Feedbacks/Disc Teams Positive Commerce

Activate Windows Go to Settings to activate Windows. + Ad

Trello Workspaces Recent Starred More +

Digi Properties Premium Boards Members Workspace settings Space views Table Calendar Boards Company's Knowledge Base Hubspot Marketing and Sales T... Hubspot Support(Customer an... Practice Team Tasks

Activate Atlassian Intelligence for this Workspace. AI can generate content, improve writing, and more.

The Premium free trial for Digi Properties ends in 6 days.

Hubspot Support(Customer and Technical) ⭐ Board Filter

New cases ... Client complained about Alexa's voice misinterpretation- Assigned to Odosa + Add a card

Currently Solving ... Escalated to Amanda in technical support + Add a card

Resolved ... I was able step on to website. + Add a card

Awaiting c ... + Add a card

TRELLO

PROJECT MANAGEMENT

TASK MANAGEMENT TOOLS

CLICKUP

Created on Feb 8 Share

Work Portfolio

Subtasks

- Recently Assigned
 - First Response Due by 11:59p...
 - Second Response due on Satu...
- Add subtask

Task Add subtask

Recently Assigned

MONDAY.COM

Support Teams Task

New Task Search Person Filter Sort Hide ...

Customer Support

Task	Person	Status	Date
Technical Issues		Working on it	3 Feb
Assigned		Stuck	5 Feb
In Progress		Waiting for Feedb...	5 Feb
Resolved		Done	

+ Add task

TRELLO

Activity

- You created this task
- You changed status from █ to █ To Do
- You assigned to: edwardodosa@gmail.com
- You added watcher: edwardodosa@gmail.com
- You set the due date to Today
- You changed due date from Today to Sat
- You changed status from █ To Do to █ In Progress

Upwork | PM Tools - Google Drive | (3) Monthly Membership List

notion.so/Monthly-IV.

General / GNO MEMBERSHIP / Monthly Membership List

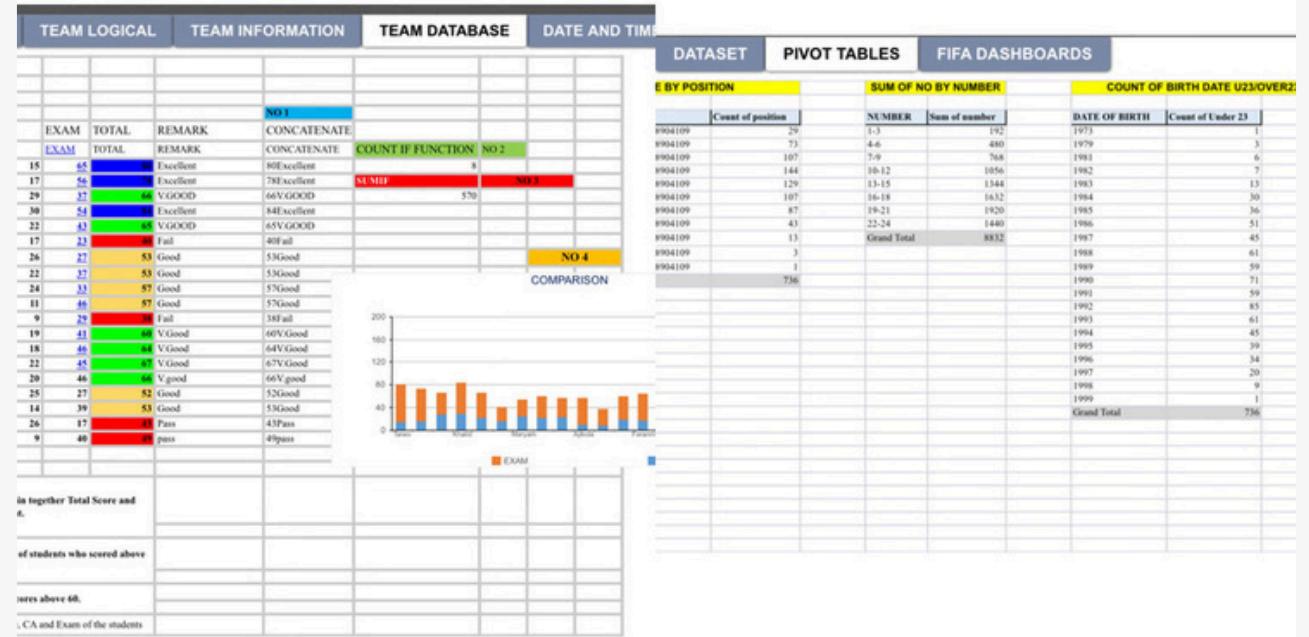
Monthly Membership List

Notion

Name	January	February	March	April
Alice	nil	\$4 - \$10	nil	04/21/2024 - \$10
Bob	nil	21/24 - \$10	nil	04/21/2024 - \$10
Cathy	nil	nil	nil	04/08/2024 - \$15
Eduardo	nil	nil	nil	04/12/2024 - \$15
Fiona	nil	nil	nil	04/08/2024 - \$15
Grace	nil	nil	nil	04/19/2024 - \$15
Hannah	nil	nil	nil	03/04/2024 - \$15
Ivan	nil	\$4 - \$10	3/15/24 - \$10	04/19/2024 - \$10
Jessica	nil	2/24 - \$10	3/1/24 - \$10	04/10/2024 - \$15
Karen	nil	nil	nil	04/10/2024 - \$15
Liam	nil	nil	nil	19/04/2024 - \$10

Get Notion Calendar
View Notion docs, projects, and timelines alongside your meetings

LOGICAL	TEAM INFORMATION	TEAM DATABASE	DATE
dress	Phone No	Course	Price
Ge areas	980109	Digital Literacy	\$50,000.00
Department	980109	Programming	\$50,000.00
04 409	980109	UI/UX	\$35,000.00
2008	980109	Excel & SAGE Accounting	\$50,000.00
EDU	980109	Hardware engineering	\$65,000.00
50	980109	Digital Literacy	\$50,000.00
2010	980109	Multimedia	\$50,000.00
20105	980109	Productivity	\$35,000.00
2011	980109	UI/UX design	\$25,000.00
2011	980109	Photography	\$55,000.00
2011	980109	Coding	\$45,000.00
1000	980109	Security	\$60,000.00
2011	980109	Coding	\$35,000.00
			\$430,000.00
ds to show if a student has remaining, if not balanced.		TOTAL FOR PAYMENT ABOVE OR EQUALS \$50000	
		\$200,000.00	
payments above or equals to			



NAME	SCORE 1	GRADE	SCORE 2	AND FX	OR FX
MARIAM	50	E	90		
OLAWOORE	70	C	65		
OLFUNMI	65	D	43		
GABRIEL	40	E	23		
TAMILORE	93	A	90		
JIDE	100	A	23		
JINADU	60	D	65		

TIME IN

TEXT FUNCTIONS

RIGHT FUNCTION

LUNCHBOX 12345 CONC BOX

LEFT FUNCTION

FUNCTION LUNCHBOX LUNCH

LOWER FUNCTION

LUNCHBOX lunchbox

Work Portfolio

10



ORGANIZATIONAL SKILLS

Data

Automations

Interfaces

Requests to Delete

A Name		Leads to Tags	Templates-CRM
BBK - TheBookkeepersGroup	Count 4		
thebookkeepersgroup.com		✓	
probookkeeping360.com		✓	
justbooks360.com		✓	

TESTIMONIALS

12



**Egharevba Abundance Odosa BSc
Consultant**

Odosa is one of LeishTon's Graduate Consultant who has worked on several LeishTon administration activities. She has also been involved in LeishTon's Creation of Customised database. She assist in creation of robust Company's document and resources for cooperate training. She is involved in analysis of annual report and responsible for basic administrative tasks like calendar management, email management, data entry and data analysis. Odosa is a holder of BSc Animal Science (Second Class Honour Upper Division) from University of Benin, Nigeria.



**Odosa Egharevba
Graduate Consultant**

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www.boardgov.com

LeishTon Academy
7th Floor Mulliner Towers
39, Alfred Rewane Road, Ikoyi
Lagos, Nigeria.



LeishTon
ACADEMY
Enhancing knowledge, transforming minds

TESTIMONIALS

12

Spreadsheet Superstar: VA needed for Data Management and Reporting.



5.00

| Apr 4, 2024 - Apr 4, 2024



"Odosa consistently impressed me with her exceptional skills in data management and reporting. She possesses a strong understanding of data entry principles in utilizing spreadsheets to organize, clean, and manipulate large datasets.

Overall, she is a highly skilled and reliable virtual assistant who can significantly improve your data management and reporting processes.

She's my go-to virtual assistant. Enjoy your bonus



"less



Expert Virtual Assistant (Needed a quick organisational job)



5.00

| Mar 27, 2024 - Mar 31, 2024



"Odosa delivered flawless work across all tasks, from managing emails and scheduling to data entry and document creation. Her attention to detail ensured everything was accurate and polished. This project required a significant workload within a tight timeframe. Odosa demonstrated exceptional time management skills, juggling multiple tasks flawlessly and meeting deadlines with ease. She was readily available to answer questions and provided valuable insights that helped the project progress smoothly. I will definitely hire her again and again! Cheers"

TESTIMONIALS

12

“

"Odosa certainly is one of the most outstanding freelancer we have worked with in our firm. She has quite the wit and capacity to work with little or no supervision, much more she works impressively well with a team. We have had months of smooth business relationship and she has potentials ready to be unveiled with and in the right environment, I would highly recommend her for any job offer or contract in the future. Cheers"



Paul I. | Founder

Customer Support Representative/Freelance Research

Sep 2022 Verified

Visibility



COMMUNICATION TOOLS:

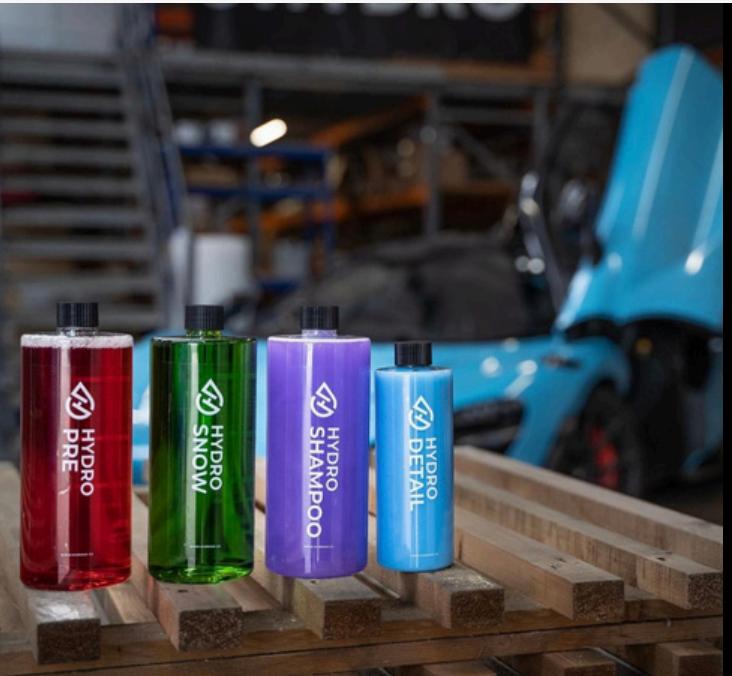
Slack, Microsoft teams, Google chat, WhatsApp, Telegram, Pumble, Discord .

PRODUCTIVITY TOOLS:

Microsoft Office Suite, Google Workspace, Loom, Zapier, Vocaroo, Hubspot, Airtable



Companies worked for



from you soon.

Kind Regards,

Odosa Egharevba

Assistant Administrator



A: 33 Queen Street, London, EC4R 1AP

EMAIL.

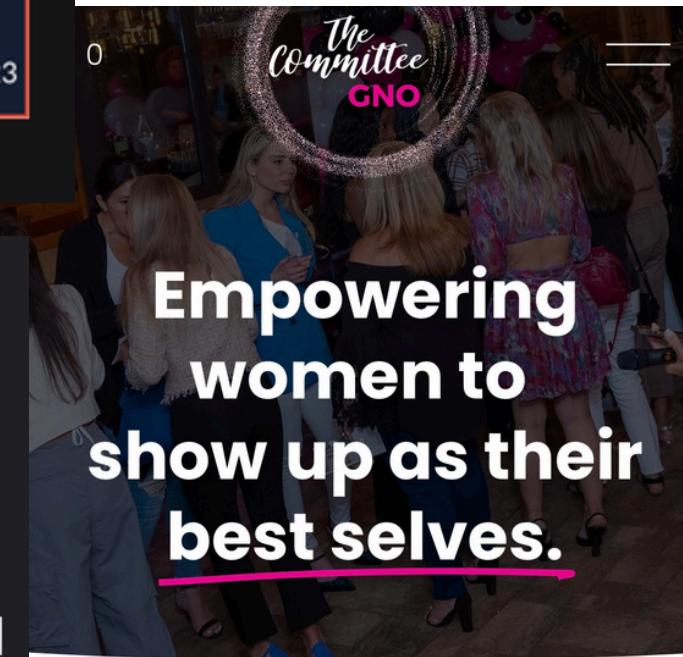
Many thanks,

Odosa xxx

Customer Service |

E: info@jluxefit.co.uk

<https://jluxefit.com/>



Welcome to **The Committee GNO**, where empowerment and genuine connections thrive!

Work Portfolio



LET'S WORK TOGETHER

EGHAREVBA ODOSA



Odosaabi@gmail.com



<https://www.linkedin.com/in/odo.sa-egharevba>

